

*addition to "Rec. ctr."*

23 May 1968

MEMORANDUM FOR THE RECORD

SUBJECT: Records Building, [REDACTED] Conference

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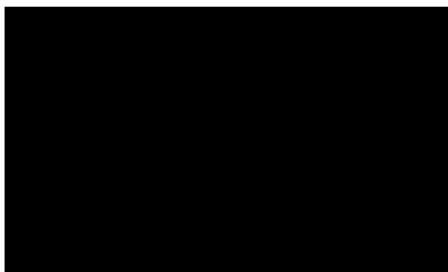
1. On 22 May a conference was held in Headquarters, [REDACTED] WTC, to discuss requirements for the feasibility study to expand the Records Storage Center. This conference was conducted by [REDACTED]

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2. The following personnel were in attendance:

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er

D/C HIEF

3. Conference Notes:

a. Draft copies of the Scope of Services, dtd 13 May 1968, prepared by RECD/OL were distributed by [REDACTED]

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b. Security aspects of this study and project were discussed.

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c. [REDACTED] advised RECD/OL has funds available for this study in the amount of \$6,000, which will be transferred to the [REDACTED] via letter. Due to the scope of this study it was indicated that A & E services will probably require additional funds.

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d. Contingency Plan requirements (E.P.) will be included in this study. This is an added requirement not considered in the original scope.

e. The design and construction of the proposed building will be as a vault with the exception of the mechanical room.

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f. Physical security specifications (12 each copies) for vault construction will be forwarded to RECD by the [REDACTED] Security Division.

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g. Although the 30,000 sq. ft. of floor space is required for records storage, approximately 50,000 sq. ft. of floor space is required, offices, mechanical room, etc..

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[REDACTED]  
Project Engineer

Enclosure

(1) Draft - Scope of Services